

# Group Tour Reservation Form



**Baltimore  
Ghost Tours**

P.O. Box 38140  
Baltimore, MD 21231  
410-522-7400  
info@fbaltimoreghosttours.com  
baltimoreghosttours.com

Please sign and return the following to:  
BaltimoreGhost Tours, P.O. Box 38140, Baltimore, MD, 21231.

Name of Tour: \_\_\_\_\_  
Date/time of Tour: \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Group Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Price per guest: \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_

If you are sending a check please make check payable to Tour Baltimore, LLC, otherwise it can not be deposited and will be returned to you.

Please sign and return one copy of this document along with a deposit check for 50% of the total amount Failure to send signed contract and deposit will result in cancellation of your reservation. Advance payment for balance required one week prior to tour date.

Deposit is refundable if written cancellation is made 4 weeks prior to tour date; 50% deposit refund if cancellation is made 2 weeks prior to tour date. No refund will be available for tours cancelled within two weeks of the tour date. This includes cancellations made due to rain.

Lateness policy: If you are 15 minutes or more late to a group tour, an additional \$25 will be charged to you. This is payable in cash or check directly to your tour guide. If your group is 30 or more minutes late to the tour, you are considered a "no show" and your tour will be cancelled with no refund. Please give yourself plenty of time to find parking. Maps showing a parking garage in Fell's Point are on our web site at [www.fellspointghost.com/map.html](http://www.fellspointghost.com/map.html)

Tour Baltimore, LLC reserves the right to cancel the tour due to inclement weather. In that case, the group coordinator has the option to reschedule on an available date or receive a full refund. Tour cancellation due to weather is solely at the discretion of Tour Baltimore, LLC.

All tour material including scripts, routes, research, artwork and marketing materials are the sole property of Tour Baltimore, LLC, and may not be used without written permission from Tour Baltimore, LLC.

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Signature of Group Coordinator \_\_\_\_\_ Date \_\_\_\_\_